



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Investigator 2 [Classified Competitive]			Salary 122 \$53,315.21- \$75,547.28
Posting Number 105-17	Position Number 096284 and 653278	Number of Positions 2	Posting Period * From: 6/23/17 To: 7/7/17
Location: Office of the Commissioner Criminal Investigation Unit - 5th Floor 369 South Warren Street, Trenton NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Performs complex investigations of complaints involving alleged fraud, negligence, misrepresentation, misconduct, abuse (including theft and neglect) by licensed/certified professionals and others in health care facilities and services which may identify violations of both statutes and the administrative code. These investigations may include searching, reviewing and analyzing documentation for information disparities, historical confirmation (such as financial judgment records, witness testimony, etc...) and collecting and preserving evidence obtained during these investigations and maintaining a verifiable chain of custody. Serves as team leader as designated by the unit chief or supervisor of investigations and is responsible for developing the investigation plan in those cases. Reviews criminal history record information from various verifiable sources and performs follow up investigations to obtain dispositions or conduct rehabilitation reviews, applying and interpreting diverse laws and regulations as they pertain to the license type sought by the applicant.

Prepares concise investigation reports and maintains all related investigation files while the case is assigned and opened. When appropriate, prepares complaint/summonses or warrants for violations which are heard in the courts. Executes summonses, subpoenas, and administrative warrants and other legal process on behalf of the Department. Performs surveillance to observe and identify violations or obtain information on applicants. Such action may include using cameras, radios or higher technology devices and will require the incumbent to maintain the equipment while in the field.

Acts as a witness and testifies for the State in formal hearings, Grand Jury proceedings, courts of law and the courts operated by the Office of Administrative Law. Assists Deputy Attorneys General in obtaining documents and evidence.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of office and/or field experience conducting investigations, collecting evidence and preparing investigative reports related to criminal, civil, or regulatory matters involving fraud misrepresentation or other acts of criminal or civil misconduct. **NOTE:** Experience as a police officer performing criminal follow-up investigations (not preliminary investigations) may be substituted for the above experience on a year-for-year basis. **NOTE:** Applicants who do not possess the required education may substitute experience in investigation of criminal, civil, or regulatory matters on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. **NOTE:** A Master's degree in Public Administration, Business Administration, Social Work, or Criminal Justice may be substituted for one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTOC@doh.nj.gov

- Mail the required documents to:

**Jill Velez, Executive Assistant 3
Management and Administration
Reference Posting #105-17
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dpf-663.dot).

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*

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